

# Job Aid:

# **Administration Fee Online Portal**

#### This Job Aid shows how to:

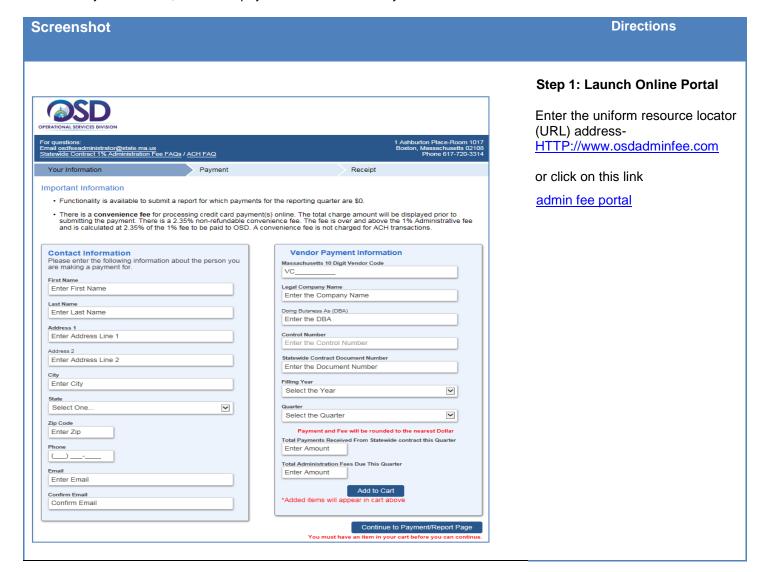
Complete the Administration Fee reporting/payment process in the online portal. *This process must be completed even if you have \$0 to report.* 

### **Of Special Note:**

Each quarter, OSD sends Statewide Contract vendors an Administration Fee email. The document attached in the email provides information vendors will need to accurately process their Administration Fee report/payment (Control Number, Vendor Code, Filing Year and Payment Quarter).

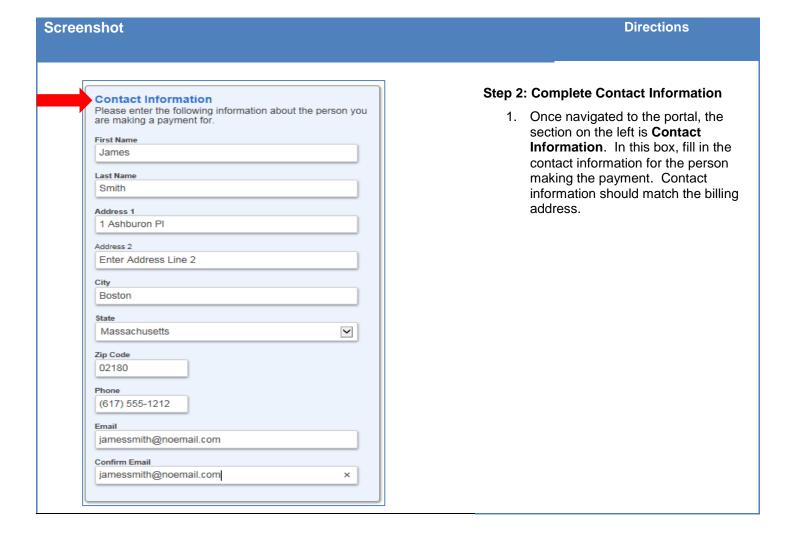
It is imperative that you use the Control Number provided in the quarterly email attachment. This control number is specific to your contract and changes every Payment Quarter. If you have more than one contract, you will receive separate email notices and unique Control Numbers for each contract. Using the unique Control Number(s) assigned to your contract each quarter ensures your report and payment are properly recorded.

Vendors are required to submit one Statewide Contract Administration Fee report/payment for each Statewide Contract for each Payment Period, even if no payment is due for the Payment Period.





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**Screenshot** 

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#### **Step 3: Enter Vendor Payment Information Vendor Payment Information** Massachusetts 10 Digit Vendor Code 1. On the right hand side of the screen is VC0000169444 the Vendor Payment Information. Refer to the emailed Admin Fee Legal Company Name Payment Notice. Acme Plumbing Vendor Code: This code begins Doing Buisness As (DBA) Enter the DBA with the letters VC followed by 10 digits. Control Number Control Number: This number is 1740752597 in the email attachment highlighted Statewide Contract Document Number in yellow. The control number FAC100 changes quarterly and each contract is assigned a unique Filling Year control number. 2017 ~ **Document Number**: This is your Quarter SWC identifier (ex: FAC100) 4th Quarter ~ Filing Year: Enter the reporting calendar year. Payment and Fee will be rounded to the nearest Dollar Total Payments Received From Statewide contract this Quarter Quarter: Enter the quarter of the \$1,000.00 calendar year. Total Administration Fees Due This Quarter 2. Enter total payments received from \$10.00 Statewide contract this quarter. If no payments were received, enter \$0. Add to Cart \*Added items will appear in cart above 3. Calculate and enter the \*1% Admin Fee associated with payments NOTE: The messages that received in the field labeled Total appear in red are standard and Administration Fee Due This Quarter. do not indicate errors This field does not auto calculate. If you received no payments for the quarter enter \$0. (This step must be completed regardless if no payments were received from a contract during the reporting quarter.) 4. Click the Add to Cart button

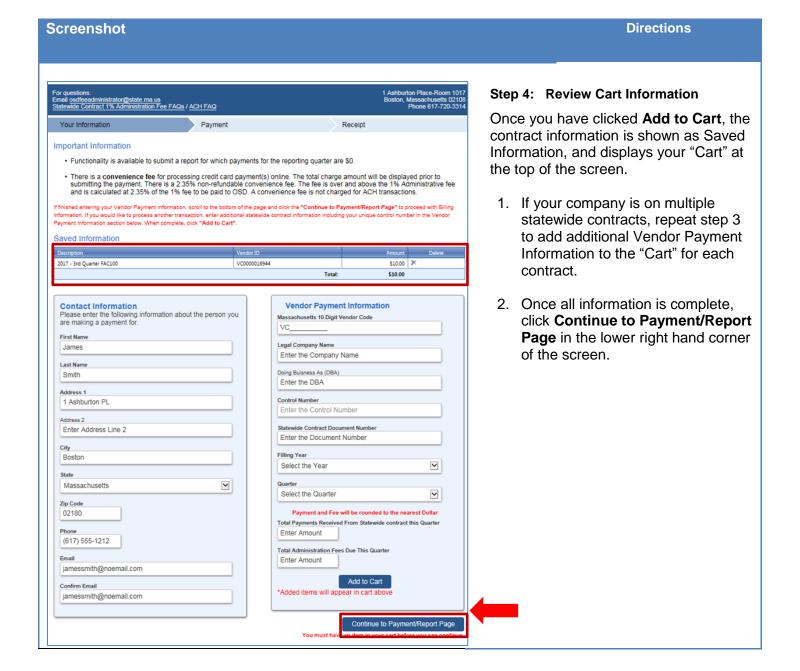
\* Fee entered should be based on

contractual requirement.

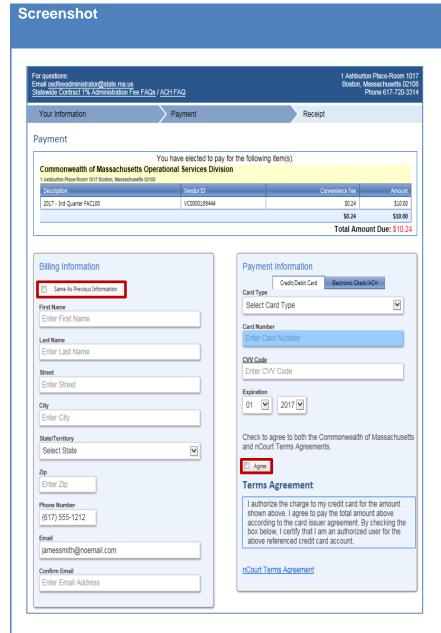
**Directions** 



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## Step 5: Choose Payment Type

Payments can be made either by credit card or Automatic Clearing House (ACH) debit. Vendors that choose to pay via credit card will be assessed a convenience fee of 2.35% of the Admin Fee payment amount. There is no fee to the vendor to use the ACH option.

**Directions** 

Before you begin entering payment information, check that all contracts are listed in the "cart" at the top of the screen.

# **Credit Card Option**

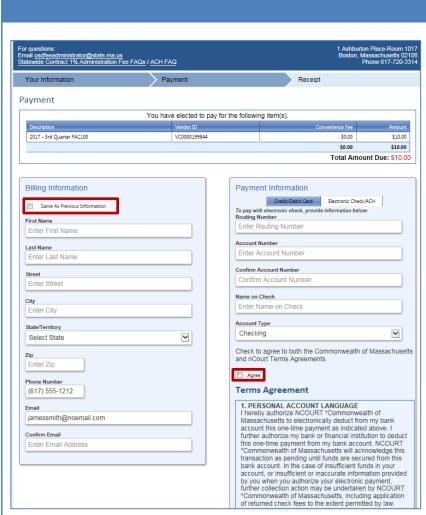
- 1. Enter the credit card Billing Information on the left side of the screen. If the information is the same from previous screen, click the box next to Same As Previous Information.
- 2. In the right box enter payment information; the system automatically defaults to credit card selection.
- 3. Select the credit card type from the drop down menu.
- 4. Enter the credit card number.
- 5. Enter the CVV code from the back of the card.
- 6. Enter the Expiration date.
- Click the **Agree** checkbox to accept the terms and conditions for credit card payments.
- 8. A **Submit** button will appear. Click the button to complete the transaction.

A receipt will be sent to the email address specified in Billing Information.



**Screenshot** 

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## **ACH Option**

The other payment option is Automatic Clearing House (ACH).

# ACH payments are processed at no cost to the vendor.

 Enter the ACH Billing Information on the left side of the screen. If the information is the same from previous screen, click the box next to Same As Previous Information.

**Directions** 

- In the Payment Information box select the Electronic Check/ACH tab. A text box will appear regarding the ACH transaction, Click OK. (See text box below)
- 3. Enter your bank's routing number.
- 4. Enter your account number, then re-enter to confirm.
- 5. Enter the name associated with the account.
- 6. Select the account type: Checking or Savings
- 7. Check the **Agree** checkbox to confirm you agree with the terms that appear in the text box.
- A **Submit** button will appear. Click the button to complete the transaction.

A receipt will be sent to the email address specified with Billing Information.

NOTE: Some may require an electronic check number. If prompted, enter 0000 for the check number.